

ADMINISTRATIVE STAFF

Significant Substantive Items, Week of 3 December 1979

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1. Shuttle Service - The Office of Logistics has decided against contracting for shuttle service. Instead, they will provide [redacted] [redacted] a 10-passenger van. Logistics will also provide funding for maintenance and fuel. NPIC will hire two part-time drivers. The van will run on a daily schedule. The number and frequency of trips has not yet been determined. Meanwhile, present service will continue until the new arrangements are instituted. FYI, current service provides three daily round-trips with departures [redacted] at 1000, 1330 and 1530. 25X

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2. Renovation of New PG Area - Due to the delay in delivery of carpeting for the newly renovated area, we have deferred the move of PG. We have been advised, however, that the carpet will be shipped by the manufacturer this week and expect to have it installed and the move complete by 4 January. i.e., the Teleprompter Room will once again be available for use. Subject to the demand for use of the TP Room we may have it painted before returning it to use.

[redacted]

4. Compressed time - Our request is in the DDA and should be approved this week. NPIC is also moving forward, but is still in the early stages of developing a proposal.

5. Open-House - Is this coming Saturday (15 Dec). OIA visitors to the building are scheduled for 1100-1300, but are welcome at any time during 0900-1500. Parking will be available in the main lot. Full details will be published by NPIC today. All components should continue with clean-up and try to maintain those areas that have already been cleaned. e.g. please clean up after coffee spills in the hallways.

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6. Alcohol Awareness Program - We are arranging for several showings of two 45 minute films being offered through the Agency's Alcohol Awareness Program. They will probably be shown in the TP Room in late January/early February. [Redacted]

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Chief, Administrative Staff
Office of Imagery Analysis

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